

# INSTRUCTIONS FOR REQUESTING A TEMPORARY PERMIT

## **An applicant must meet the following requirements:**

1. Applicant must have *graduated* from an AVMA accredited veterinary college, or hold a PAVE or an ECFVG Certificate.
2. Applicant must have a completed application, a scheduled exam date and have met all requirements for licensure before temporary permit will be issued.

## **Required From the Applicant:**

1. A non-refundable fee of \$75 **per permit, per licensed premise. Must be a money order, certified check or cashier's check** payable in US funds only to: AZVMEB. **WE DO NOT ACCEPT PERSONAL CHECKS, BUSINESS CHECKS OR CREDIT CARDS.** You may combine application fee and Temporary Permit fee.
2. Official final transcript\* from veterinary college/university showing degree earned and date of graduation. Transcript must be sent directly to this Board by the applicant's college/university.

\*NOTE: A copy of applicant's diploma will be accepted if a recent graduate. An official final transcript must be sent directly to this Board office to complete the application process.

3. A written request for a Temporary Permit, signed by the applicant, stating the premise name and address, the name of the licensed responsible veterinarian of the premise, who will employ the applicant and the name of each licensed veterinarian who will provide direction, supervision and control of the applicant.

*"Responsible Veterinarian" - The name of the veterinarian who is on the premise license.*

4. Properly completed and notarized "Affidavit of Applicant for Temporary Permit". If applicant has not graduated at the time of submission, affidavit is required to be submitted with proof of graduation in order for permit to become active, after Board approval. **APPLICANT SIGNATURE DATE AND NOTARIZED DATE MUST MATCH**

## **Required From the Responsible Veterinarian of the premise (Employing Veterinarian):**

1. A letter detailing:
  - a. The type of work to be conducted by the applicant,
  - b. The name of each licensed veterinarian who will assume direction, supervision, and control when the employing veterinarian is absent, and
  - c. The procedures, including frequency, for reviewing medical treatment and records of medical treatment of animals.
2. Properly completed and notarized, "Affidavit of Arizona Licensed Veterinarian."  
**RESPONSIBLE VETERINARIAN'S SIGNATURE DATE AND NOTARIZED DATE MUST MATCH**

Arizona State Veterinary Medical Examining Board

**AFFIDAVIT OF APPLICANT FOR TEMPORARY PERMIT**

(Applicant's Name) \_\_\_\_\_, being first duly sworn and upon his/her oath, deposes and states: I hereby certify that I am a graduate of a veterinary college accredited with the American Veterinary Medical Association or have a Certificate of Completion from ECFVG or PAVE and will be employed by (Name of Employing Responsible Veterinarian) \_\_\_\_\_, an Arizona licensed veterinarian.

I have read and understand the Statutes and Administrative Rules of the Arizona State Veterinary Medical Examining Board relating to temporary permits. I also understand that I must be under the direction, supervision and control of the licensed veterinarian. If, for any reason, my employment with the above named veterinarian is terminated, I shall notify the Board in writing within ten (10) days from the date of termination of employment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Duly acknowledged, subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_

(Seal)

Arizona State Veterinary Medical Examining Board

**AFFIDAVIT OF ARIZONA LICENSED VETERINARIAN  
HAVING DIRECTION, SUPERVISION AND CONTROL OF  
TEMPORARY PERMITTEE**

(*Employing Responsible Veterinarian's Name*) \_\_\_\_\_,  
being first duly sworn and upon his/her oath, deposes and states: I hereby certify that I am engaged in the practice of veterinary medicine in the State of Arizona. I understand that this applicant applying for a temporary permit shall be under my direction, supervision, and control as stated in A.R.S. §32-2216 (B) as it relates to R3-11-301 (B) (2) (c). I have read and am familiar with the laws and rules of the Arizona State Veterinary Medical Examining Board relating to temporary permits and hereby accept full responsibility for the actions of (*Applicant's Name*) \_\_\_\_\_.

If, for any reason, this applicant's employment is terminated, I shall notify the Board in writing within 10 days because the temporary permit is valid only during the applicant's employment with me (R3-11-301 (B) (2) (d) as it relates to A.R.S. §32-2216 (C)).

Signature of Responsible Veterinarian: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Duly acknowledged, subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_

(Seal)

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**TEMPORARY PERMITS**

## ARIZONA REVISED STATUTES AND ADMINISTRATIVE RULES

### STATUTES (Amended 2011):

A.R.S. §32-2201 (11): “**Licensed veterinarian**” means a person who is currently licensed to practice veterinary medicine in this state.

#### A.R.S. §32-2216: Issuance of Temporary Permits

- A. The Board may issue temporary permits to applicants for a license, who at the time of application are graduates of an American Veterinary Medical Association accredited veterinary college or who hold an Education Commission for foreign Veterinary Graduates certificate or a Program for the Assessment of Veterinary Education Equivalence certificate.
- B. The temporary permit issued under this section entitles the applicant to engage in the active practice of veterinary medicine in this state as an employee of a licensed veterinarian, the state or any county or municipality in this state. Such applicant shall be eligible for the next examination, if the applicant has not violated any provision of this chapter. Such applicant working under the direct and personal instruction, control or supervision of a licensed veterinarian and whose compensation is paid by such veterinarian may perform those acts of animal health care assigned by the veterinarian having responsibility for the care of the animal. No temporary permit shall be valid beyond the time for the next license examination for which the applicant is qualified. In the event such applicant fails for good and sufficient reason to take the examination, the board, by majority consent, may extend the permit until the next succeeding examination. Except as otherwise provided in this section, the holder of a temporary permit must be examined and satisfactorily pass the license examination next following the issuance of the permit and duly receive a license in order to continue active professional practice. No more than two temporary permits shall be issued to one individual. For the purpose of this subsection, “direct and personal instruction, control or supervision” means that a veterinarian licensed by the board is physically present and personally supervising a temporary permittee when the permittee is practicing acts of veterinary medicine except if the permittee is administering emergency services not during regular office hours. In these cases, phone contact constitutes direct and personal instruction, control or supervision.
- C. If an employer, for any reason, terminates the employment of the applicant, the employing veterinarian shall notify the board and the temporary permit is immediately void.

### RULES (Amended November 2008)

#### R3-11-101: Definitions

- 6: “Direction, supervision, and control”
  - b. pertaining to temporary permittees, the same as direct and personal instruction, control, or supervision as stated in A.R.S. §32-2216(B).

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#### R3-11-301: Application for a Temporary Permit

- A. An applicant for a temporary permit shall:
  - 1. Submit an application to the Board for licensure as required in R3-11-201(A)(1);

2. Submit the application and examination fee and temporary permit fee, payable by certified check or money order, required in R3-11-105 to the Board;
  3. Schedule a date to take the state examination with the Board;
  4. After complying with subsections (A)(1) through (A)(3), submit all of the following to the Board:
    - a. A written request for a temporary permit, signed by the applicant, that states:
      - i. The name and business address of the licensed veterinarian who will employ the applicant; and
      - ii. The name of each licensed veterinarian who will provide direction, supervision, and control of the applicant.
    - b. Written documentation of graduation from a veterinary college; and
    - c. A sworn affidavit, signed by the applicant, stating the applicant:
      - i. Has graduated from a veterinary college;
      - ii. Has read and understands A.R.S. § 32-2216 and R3-11-301;
      - iii. Agrees to work under the direction, supervision, and control of the licensed veterinarian employing the applicant; and
      - iv. Agrees to notify the Board in writing within 10 days from the date of termination of employment.
- B. A licensed veterinarian employing an applicant for a temporary permit shall submit to the Board:
1. A letter detailing:
    - a. The type of work to be conducted by the applicant;
    - b. The name of each licensed veterinarian who will assume direction, supervision, and control when the employing veterinarian is absent; and
    - c. The procedures, including frequency, for reviewing medical treatment and records of medical treatment of animals.
  2. A sworn affidavit, signed by the veterinarian, stating the veterinarian:
    - a. Is currently practicing veterinary medicine in Arizona;
    - b. Has read and understands A.R.S. § 32-2216 and R3-11-301;
    - c. Accepts full responsibility for providing direction, supervision, and control to the applicant; and
    - d. Agrees to notify the Board in writing within 10 days from the date of termination of applicant's employment.

### **R3-11-302: Termination of Employment**

A temporary permittee and the temporary permittee's employer shall notify the Board in writing within 10 days from the date the temporary permittee ceases to be employed by a veterinarian who is providing direction, supervision, and control.

### **R3-11-304: Extension of Temporary Permits**

The Board shall extend a temporary permit as allowed by A.R.S. §32-2216(B), only if the temporary permittee submits the application required by R3-11-301, qualifies under A.R.S. § 32-2216(B) and this Article, and is scheduled to take the next state examination following issuance of the extension.

**R3-11-305: “Good and Sufficient Reason” for Failure to Take a State Examination**

For purposes of A.R.S. § 32-2216(B), the Board shall consider the following in determining whether “good and sufficient reason” exists for failure to take a state examination:

1. Illness or disability,
2. Military service, or
3. Any other circumstance demonstrated by the temporary permittee to be beyond the temporary permittee’s control.